

-NOTICE OF A PUBLIC MEETING-
Governmental Body: Van Meter City Council
Date of Meeting: Monday, June 10, 2013
Time/Place of Meeting: 7:00 p.m. – City Hall, 505 Grant St

Business Meeting Agenda:

1. Call to Order
2. Approval of Agenda
3. Introductions
4. Citizens Hearing
5. Consent Agenda:
 - a. Minutes of May 13, and May 21, 2013 Council Meetings
 - b. May Claims list
 - c. Approve the Veterans Reception Center Liquor License Application
 - d. Approve moving the Regular Business Meeting in July from Monday the 8th to Monday the 15th.
 - e. Set a date and time for a public hearing on the 2012 International Building Code Updates – for July 15, 2013 at 7:00PM
 - f. Set a date and time for a public hearing on the proposed voluntary annexation of JSC properties and Diligent – for July 15, 2013 at 7:00PM
6. A resolution approving annual cost of living adjustments to employee compensation.
7. Discussion and Guidance on a sanitary sewer concept along R16/Richland Road
8. Safe Routes to School Sidewalk Project
 - a. A Resolution Awarding a construction contract to Dennis Carter of Van Meter, Iowa in the amount of \$118,214.23.
 - b. A Resolution Approving a construction contract and Bond subject to the City Attorneys review and approval.
9. Public Hearing - On the first reading of an ordinance establishing a Department of Public Safety. Consideration will be given to waiving readings two and three and proceeding immediately to approval and adoption.
10. Public Hearing – On the second reading of an ordinance amending the code of ordinances amending the chapter concerning the “Council” by setting the Council’s annual compensation at \$1,000/per year per member. Consideration will be given to waiving the third reading and proceeding immediately to approval and adoption.
11. Public Hearing – On the first reading of an ordinance amending the code of ordinances amending the chapter concerning the “Mayor” by setting the Mayor’s annual compensation at \$4,000/per year. Consideration will be given to waiving the third reading and proceeding immediately to approval and adoption.
12. Reorganization Plan Discussion and Guidance.
 - a. Approve a Public Safety Director Job Description
13. RAGBRAI Discussion and Guidance.
14. Reports:-

<ol style="list-style-type: none">a. Parksb. Libraryc. Fired. Policee. Public Works	<ol style="list-style-type: none">f. Attorneyg. Engineerh. Councili. Mayorj. City Administrator
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15. Adjourn

Support for: Agenda Item #5

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Consent Agenda

Submitted for:
Action

Recommendation:
Approval

Sample Motions:
I move to approve the Consent Agenda as presented/revised.

- 1) The Van Meter City Council met for a regular council meeting on Monday, May 13, 2013 at City Hall. Mayor Allan Adams called the meeting to order at 7:00PM. The following council members were present upon roll call: Richard Booge, Kim Sacker, Bob Lacy, Becca Wiederholt, and Adam Coyle.

Also present were, Nyla Peeler, Roger McGregor, Joe Herman, Beth Turner, Aimee Staudt, Jerry Oliver, Tom Wittman, Mark Bennett, Al Suckow, Police Chief William Daggett, City Engineer Bob Veenstra, City Attorney Erik Fisk, and City Administrator Jake Anderson.

- 2) Mayor Adams asked for a motion to approve the agenda. Motioned by Lacy supported by Coyle. Passed unanimously.
- 3) Introductions were made.
- 4) Mayor Adams opened the citizens hearing. Hearing no public comment Mayor Adams closed the public hearing.
- 5) Mayor Adams reviewed the consent agenda, and asked for discussion. Hearing none Mayor Adams asked for a motion to adopt, "A Resolution Adopting the Revised Consent Agenda." which included the following:
 - a. Minutes of the April 8, May 8, and May 10, 2013 council meetings
 - b. April Claims list

A+ COMMUNICATIONS & SECURITY	\$ 309.32
ACCO	\$ 332.00
TYCO INTERGRATED SECURITY	\$ 120.00
AG SOURCE LABORATORIES	\$ 128.50
ALLENDER BUTZKE ENG	\$ 8,450.00
ARNOLD MOTOR SUPPLY	\$ 46.06
BALDON HARDWARE	\$ 82.48
BOB LACY	\$ 88.14
BOBS AUTO PARTS	\$ 28.63
BRODART	\$ 202.36
BUTCH'S	\$ 350.00
CARE	\$ 50.00
CASEY'S GENERAL STORE	\$ 750.73
CENTURY LINK	\$ 319.84
CITY OF DESOTO	\$ 750.00
COMPASS BUSINESS SOLUTIONS	\$ 1,173.74
CROSS DILLON TIRE	\$ 247.96
CUISINE AT HOME	\$ 24.00
CULLIGAN	\$ 46.95
DALLAS CO PUBLIC HEALTH NURSE	\$ 60.00
DALLAS CO RECORDER	\$ 97.50
DALLAS COUNTY NEWS	\$ 239.71
DANKO	\$ 2,802.00

DELTA DENTAL	\$ 313.82
DEPT OF ADMINSTRATIVE	\$ 250.00
EFTPS	\$ 4,863.45
EMERGENCY SERVICES MARKETING	\$ 800.00
ENGINEERED SYSTEMS INC	\$ 319.50
HEARTLAND COOP	\$ 246.00
IA ASSOC OF MUNICIPAL UT	\$ 40.00
ILEA	\$ 15.00
IOWA DNR	\$ 240.00
IPERS IPERS	\$ 2,961.02
LOWE'S SHOP/CITY HALL/FIRE DEPT	\$ 137.85
MAINSTAY LIBRARY COMPUTER	\$ 1,406.00
MATHESON TRI GAS INC OXYGEN	\$ 32.60
MIDAMERICAN ENERGY GAS/ELEC	\$ 2,129.04
MUNICIPAL SUPPLY INC	\$ 68.40
OFFICE DEPOT	\$ 45.99
OLYMPIA BOOK CORP BOOKS	\$ 200.00
OSTRANDER ENTERPRISES	\$ 333.00
PROSOURCE SPECIALTIES LLC	\$ 179.00
SQUARE, INC	\$ 1.64
THE HARTFORD	\$ 209.38
TREAS - ST OF IA SALES TX	\$ 1,661.00
TREAS - STATE OF IOWA W/H	\$ 957.00
US POSTMASTER	\$ 322.46
VEENSTRA & KIMM INC	\$ 8,696.54
VERIZON WIRELESS	\$ 628.85
VM REC FOUNDATION	\$ 7,644.76
WASTE CONNECTIONS	\$ 5,712.95
WELLMARK	\$ 3,098.49
WELLS FARGO	\$ 913.85
WENDY COOPER	\$ 345.70
WHITFIELD & EDDY PLC	\$ 2,463.00
***** REPORT TOTAL *****	\$ 63,936.21

c. April Financial Statement

FUND	RECIEPTS	DISBURSEMENTS
001 GENERAL	\$ 84,454.15	\$ 23,911.73
051 LIBRARY TECH FUND	\$ 0.01	\$ -
110 ROAD USE TAX	\$ 7,121.16	\$ 4,949.18
112 EMPLOYEE BENEFITS	\$ 23,518.26	\$ 3,310.43
119 EMERGENCY FUND	\$ 2,111.66	\$ -
121 LOCAL OPTION SALES TAX	\$ 15,289.52	\$ 15,289.52

125 TIF-CR ESTATE	\$ 46,276.61	\$ -
126 TIF-WH PINES		
SUBDIVISION	\$ 16,567.88	\$ -
127 TIF-POLK CO. BANK	\$ 12,580.78	\$ -
180 PARK/REC TRUST FUND	\$ 0.15	\$ -
182 LIBRARY TRUST FUND	\$ 0.18	\$ 543.87
183 VM COMMUNITY		
BETTERMENT	\$ -	\$ 50.00
200 DEBT SERVICE	\$ 28,058.91	\$ -
600 WATER	\$ 8,402.62	\$ 12,901.16
610 SEWER	\$ 9,703.03	\$ 8,338.74
*****REPORT TOTAL*****	\$ 254,084.92	\$ 69,294.63

- d. Authorize the Mayor to sign a letter of interest in Associate Membership to the Des Moines Metropolitan Area Planning Organization.
- e. Resolution #2013-17, "A resolution ordering construction of certain public improvements (Main Street Extension), approving preliminary plans, and fixing a date for a hearing thereon and taking of bids therefor"
- f. Accept applications for voluntary annexation from JSC Properties and Diligent Development and set a date and time for a public hearing on the annexation for June 10, 2013 at 7:00PM
- g. Casey's Cigarette and Tobacco Permit

Lacy moved supported by Sacker to adopt and approve Resolution #2013-18, "A Resolution Adopting the Consent Agenda." On roll call the votes were as follows: Lacy – YES; Booge – YES; Sacker – YES; Wiederholt – YES; Coyle – YES; Motion passed and adopted.

- 6) Mayor Adams asked Beth Turner with the American Lung Association to present the proposed resolution establishing tobacco free parks and trails in the City of Van Meter. City Administrator Anderson noted that the Park Board had reviewed the proposal and is recommending approval. Turner explained that the policy will allow the ALA to provide no tobacco signage and promote tobacco free policies. Anderson noted that there was inquiries about expanding the language to include making the Farmers Market tobacco free. Coyle moved supported by Booge to adopt the Resolution #2013-19 "A Resolution establishing tobacco free parks and trails in the City of Van Meter as it was presented." Passed unanimously.
- 7) Jerry Oliver, Aimee Staudt, and Tom Wittman representing Knapp Properties asked the City Council for discussion and guidance on the development of the Hilltop Property near the City Cemetery. Oliver presented a concept of platting 6 large lots all in excess of an acre and then focused the discussion on the lack of sanitary sewer in that area of town and the concept of utilizing septic tanks and lateral fields to handle sewage. Oliver further discussed with the City Council the need to relax the development standards related to improving the road back to the cemetery. Oliver explained that the small number of lots would be unable to financially support improved access and the apparent lack of interest from neighboring property owners or otherwise interested parties in a paving project makes a concrete street with curb and gutter not feasible. The City Council singled general openness to a more formal proposal prescribing the aforementioned alleviations.
- 8) Mayor Adams asked City Administrator Jake Anderson for an explanation of the proposed resolution amending the budget for Fiscal Year Ending June 30, 2012. Anderson reviewed the amendment document with the City Council and noted that the adjustments were all made to cover previously discussed expenditures. Mayor Adams opened the public hearing on the proposed budget amendment. Hearing no public commend and having received none in writing Mayor Adams closed the public hearing and entertained a motion to adopt the proposed resolution. Lacy moved supported by Sacker to approve and adopt Resolution #2013-20, "A resolution amending the FYE 2013 city budget." Passed unanimously.

- 9) Mayor Adams asked City Engineer Bob Veenstra to present the proposed resolution approving the plans, specifications, form of contract, and estimate of cost for the Safe Routes to School PCC Sidewalk Project. Veenstra noted that the Iowa DOT will be holding a bid letting on the project and in order to keep the project on schedule the public hearing and resolution was necessary even though City of Van Meter is not conducting the bid letting. Mayor Adams opened the public hearing by recognizing Al Suckow who inquired about the plans for addressing what he anticipates will be a heavier traffic flow of trespassers on his property. Police Chief Daggett suggested a public awareness effort in conjunction with the School District. Hearing no further public comment and having received none in writing Mayor Adams closed the public hearing and entertained a motion to approve the proposed resolution. Lacy moved supported by Coyle to approve and adopt Resolution #2013-21, "A resolution approving the plans, specifications, form of contract, and estimate of cost for the Safe Routes to School PCC Sidewalk Project. Passed unanimously.
- 10) Mayor Adams asked the RAGBRAI Committee Co-Chairs to explain the proposed ordinance adding a chapter to the Code of Ordinances titled "RAGBRAI Ordinance – Miscellaneous Permtis." Wiederholt and Coyle explained that the proposed ordinance was largely a model provided by the RAGBRAI organization to help Cities manage the event as it passes through their communities. Mayor Adams opened the public hearing on the first reading of the ordinance by recognizing Roger McGregor who expounded on why the Committee was underestimating the volume of people that will move through town that day. Al Suckow voiced objection to what he perceives as the City competing with property owners for the lease of space to RAGBRAI vendors. Hearing no further public comment and having received none in writing Mayor Adams closed the public hearing and asked for a motion to approve the first reading of the proposed ordinance. Wiederholt moved supported by Sacker to approve the first reading of the proposed ordinance amending the proposal to break the vendor fee into \$300 for the vendor permit and \$100 for a 10'X20' vendor space in a public space. On roll call the votes were as follows: Lacy – NO; Booge – YES; Sacker – YES; Wiederholt – YES; Coyle – YES; Motion passed. Mayor Adams asked for a motion to waive the second reading of the proposed ordinance as amended. Moved by Wiederholt supported by Coyle. On roll call the votes were as follows: Lacy – NO; Booge – YES; Sacker – YES; Wiederholt – YES; Coyle – YES; Motion passed. Mayor Adams asked for a motion to waive the third reading of the proposed ordinance as amended. Moved by Sacker supported by Coyle. On roll call the votes were as follows: Lacy – NO; Booge – YES; Sacker – YES; Wiederholt – YES; Coyle – YES; Motion passed. Mayor Adams asked for a motion to approve and adopt the proposed ordinance as amended. Moved by Coyle supported by Sacker. On roll call the votes were as follows: Lacy – NO; Booge – YES; Sacker – YES; Wiederholt – YES; Coyle – YES; Motion passed, Ordinance #234 was adopted adding a chapter to the Code of Ordinances titled, "RAGBRAI Ordinance – Miscellaneous Permtis."
- 11) Mayor Adams asked for City Administrator Jake Anderson to present the proposed ordinance amending the code of ordinances by amending the Chapter concerning "Water Rates" by increasing the minimum monthly charge by \$5.00 for in town customers and \$10.00 for out of town customers. Anderson explained that the Water Quality study conducted with the City of DeSoto found, among other findings, that the Van Meter water utility was operating at a break-even point and the proposal was to ensure that as responsible stewards of the City's water business the Council needed to raise revenues to support ongoing operational costs. Mayor Adams opened the public hearing. Hearing no public comment and having received none in writing Mayor Adams closed the public hearing and asked for a motion to approve the first reading of the proposed ordinance. Lacy moved supported by Sacker. Passed unanimously. Mayor Adams asked for a motion to waive the second reading of the proposed ordinance. Moved by Lacy supported by Coyle. Passed unanimously. Mayor Adams asked for a motion to waive the third reading of the proposed ordinance. Moved by Lacy supported by Coyle. Passed unanimously. Mayor Adams asked for a motion to approve and adopt the proposed ordinance. Moved by Lacy supported by Coyle. Passed unanimously, Ordinance #235 was adopted amending the Code of Ordinances by amending the Chapter concerning "Water Rates" by increasing the minimum monthly charge by \$5.00 for in town customers and \$10.00 for out of town customers.
- 12) Mayor Adams asked City Administrator Jake Anderson to review the proposed ordinance amending the Code of Ordinances by amending the chapter concerning the "Council" by setting the Council's annual compensation at \$1,500 per year per member. Anderson explained that the proposal was drafted exactly as

the City Council had directed in April. Mayor Adams then opened the public hearing on the first reading of the proposed ordinance. Hearing no public comment and having received none in writing Mayor Adams closed the public hearing and asked for a motion to approve the first reading of the proposed ordinance. Lacy moved supported by Booge. On roll call the votes were as follows: Lacy – YES; Booge – YES; Sacker – NO; Wiederholt – NO; Coyle – NO; Motion failed. Mayor Adams asked for further discussion wherein, after much debate, the majority felt that \$1,500/year was too much. Mayor Adams asked for a motion amending the proposal and approving the first reading. Sacker moved supported by Wiederholt to amend the proposal to compensate the City Council members each \$1,000 per year. On roll call the votes were as follows: Lacy – NO; Booge – YES; Sacker – YES; Wiederholt – YES; Coyle – YES; Motion passed. City Attorney Fisk advised the Council to hold a public hearing on the second reading of the proposed ordinance at their June 10, 2013 regular meeting.

- 13) Mayor Adams asked City Administrator Jake Anderson to review the proposed ordinance amending the Code of Ordinances by amending the chapter concerning the “Mayor” by setting the Mayor’s annual compensation at \$5,000 per year. Anderson explained that the proposal was drafted exactly as the City Council had directed in April. Mayor Adams then opened the public hearing on the first reading of the proposed ordinance. Hearing no public comment and having received none in writing Mayor Adams closed the public hearing, explained that he thought \$5,000 was also too much and asked for a motion to amend the proposed ordinance to compensate the Mayor \$4,000 per year and approve the first reading of the proposed ordinance as amended. Moved by Booge supported by Coyle. On roll call the votes were as follows: Lacy – No; Booge – YES; Sacker – YES; Wiederholt – YES; Coyle – YES; Motion passed. City Attorney Fisk advised the Council to hold a public hearing on the second reading of the proposed ordinance at their June 10, 2013 regular meeting.
- 14) Mayor Adams asked City Administrator Jake Anderson to discuss with the City Council the Reorganization Plan. Anderson noted that the integration of administrative and library staff was proving to be the most challenging aspect of the effort at there are simply more decision makers and the legal framework and current organizational structure encourages individual decision makes to reinforce their parochial interests almost to the point of discouraging working relationships and that this aspect of the reorg plan would require more examination and discussion. Anderson went on to explain that the consolidation of police, fire, and emergency medical services into a single department of public safety is coalescing more nicely. Police Chief Daggett presented a letter signed by himself and Fire Chief Herrick demonstrating support for the creation of a department of public safety. Anderson asked the Council to set a date and time for a public hearing on ordinances amending the code to create a department of public safety for the June 10, 2013 regular council meeting. Moved by Wiederholt supported by Coyle. Passed unanimously.
- 15) Mayor Adams asked if the Council or staff and further discussion related to RAGBRAI. There was none.
- 16) Reports –

Departmental reports were presented for information.

Councilman Lacy left the meeting..
- 17) Having no other business Mayor Adams asked for a motion to adjourn. Moved by Sacker supported by Coyle. Passed unanimously by those present.

_____ Allan B. Adams, Mayor

ATTEST

_____ Liz Thompson, City Clerk

- 1) The Van Meter City Council met in special session on Tuesday, May 21, 2013 at City Hall. Mayor Allan Adams called the meeting to order at 3:19PM. The following council members were present upon roll call: Bob Lacy via telephone, Becca Wiederholt, and Adam Coyle. Absent were: Richard Booge, and Kim Sacker.

Also present were, Joe Herman, Mindy Bryngelson, Gary Sacker, Terry Vandekamp, various other representatives of American Legion Post 403, City Engineer Bob Veenstra, and City Administrator Jake Anderson.

- 2) Having accepted bid at 2:45PM and having conducted a public hearing at 3:00PM on the proposed plans specifications, form of contract and estimate of cost for the Main Street Extension Project wherein Joe Herman and representatives from American Legion Post 403 expressed concerns about storm water drainage and the width of the proposed street. Mayor Adams asked for a motion to adopt a resolution approving the plans specifications, form of contract and estimate of cost for the Main Street Extension Project. Moved by Lacy supported by Coyle to approve Resolution #2013-22. Passed unanimously by those present.
- 3) Mayor Adams asked for a motion to adopt a resolution awarding a construction contract to Sternquist Construction Inc. for the Main Street Extension Project. Moved by Coyle supported by Wiederholt to approve Resolution #2013-23. Passed unanimously by those present.
- 4) Based on discussion in the public hearing Mayor Adams asked for a motion to amend the construction contract to widen the street from 26' to 31' at a cost not to exceed an additional \$20,000. Moved by Coyle supported by Wiederholt. On roll call the votes were as follows. Lacy – NO; Wiederholt – YES; Coyle – YES. Motion passed. Mayor Adams asked for a motion to adopt a resolution approving the construction contract and bond subject to the City Attorney's review and approval. Moved by Lacy supported by Wiederholt. Passed unanimously by those present.
- 5) Having no other business Mayor Adams asked for a motion to adjourn. Moved by Coyle supported by Wiederholt. Passed unanimously by those present.

_____ Allan B. Adams, Mayor

ATTEST

_____ Liz Thompson, City Clerk

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE

ACCOUNTS PAYABLE CLAIMS				

A+ COMMUNICATIONS & SECURITY	COMMUNICATION SERVICES	772.18		
ACCO	WATER CHEMICALS	574.00		
BOBS AUTO PARTS	OIL & FILTERS/K TOOL	280.49		
CALHOUN-BURNS & ASSOC	2013 BRIDGE RATING & INSPECTIO	1,400.00		
CASEY'S GENERAL STORE	PW GAS	1,179.06		
CATHY DODSON	FARMERS MARKET SIGN	37.60		
CENTRAL IOWA FLORAL	2013 PLANT SALE	6,835.80		
CENTURY LINK	PHONE CHARGES	321.37		
COUNTRY LIVING	SUBSCRIPTION X 1 YR	23.29		
CRESTVIEW ESTATES NO1 LLC	TIF REBATE % DEV AGREE	37,788.58		
CSPI/NUTRITION ACTION NWSLTR	DONATIONS/ENEWSLETTER	18.00		
CULLIGAN	WATER	65.70		
CUSTOM LAWN CARE & LANDSCAPING	CITY HALL/CEMETERY APPLICATION	407.00		
DALLAS COUNTY NEWS	LEGAL PUBLICATIONS	653.93		
DANKO	SWIVEL GASKET	358.41		
EFTPS	FED/FICA TAX	2,441.53	11178239	5/23/13
EFTPS	FED/FICA TAX	2,660.18	5,101.71 11178240	6/07/13
ELECTRONIC ENGINEERING	NEW LIGHT BAR FOR 830	861.50		
EXIT 113	BAND RRD 2013	600.00	23774	5/29/13
GCMOA	ANNUAL MEMBERSHIP 2013	20.00		
GOTCHA GAMES	INFLATABLES FOR RRD 2013	2,600.00	23775	5/29/13
GRIGGS ENVIRON STRATEGIES	WETLAND & T&E INVESTIGATION	5,608.00		
GRINNELL STATE BANK	DEVLOP AGREE TIF PMT	8,601.15		
HACH	WATER CHEMICALS	502.71		
HEARTLAND COOP	FD DIESEL/SHOP LP CHECK	154.85		
IA CMA	IACMA MEMBERSHIP 13/14	120.00		
IMAGING TECHNOLOGIES	QRTLY CHARGE 5/13-08/13	265.18		
IOWA ONE CALL	FAXES	23.60		
IOWA PRISON INDUSTRIES	STREET SIGNS	264.94		
IPERS	IPERS	1,476.29	11178237	5/23/13
J & M DISPLAYS	RACC RIVER DAYS FIREWORKS DISP	2,000.00		
JESTER INSURANCE SERVICE	ANNUAL INS PREMIUM	31,580.00		
JIMS JOHNS INC	JOHNSON PARK	50.00		
LOWE'S	CITY HALL/SHOP/LIBRARY	182.08		
MAINSTAY	USB WIRELESS NETWORK CARD	30.00		
MATHESON TRI GAS INC	OXYGEN	33.52		
MIDAMERICAN ENERGY	GAS/ELEC	2,041.83		
MUNICIPAL SUPPLY INC	WATER DEPT	133.50		
MURRAY'S AUTO PIT STOP	BELT/AXLE #828	274.00		
PETTY CASH	RACCOON RIVER DAY CASH PRIZES	155.00	23773	5/29/13
R & T INVESTMENTS INC	GARNISHMENT	108.32	23771	5/23/13
RACHEL BACKSTROM	REIMBURSE	32.31		
SIGNARAMA	RR DAYS BANNER	63.00		
TREAS - STATE OF IOWA W/H	STATE TAX	475.00	11178238	5/23/13
US POSTMASTER		46.00		
US POSTMASTER	UT BILLS/NEWSLETTERS JUNE 2013	183.08	23772	5/29/13
VEENSTRA & KIMM INC	ENGINEERING SERVICES	15,028.27		
VAN METER RECREATION FOUNDATIO	LOST MAY 2013	7,644.76	23762	5/23/13
WASTE CONNECTIONS	GARBAGE CONTRACT	5,717.35		
WHITFIELD & EDDY PLC	LEGAL SERVICES	912.00		

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
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**** PAID TOTAL ****

18,344.16

**** SCHED TOTAL ****

125,261.20

***** REPORT TOTAL *****

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143,605.36

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License Application ()

Applicant

Name of Applicant: Van Meter Post No. 403 of the Iowa Depart

Name of Business (DBA): Veteran's Reception Center

Address of Premises: 910 Main Street

City: Van Meter **County:** Dallas **Zip:** 50261

Business Phone: (515) 210-8280

Mailing Address: PO Box 81

City: Van Meter **State:** IA **Zip:** 50261

Contact Person

Name: Adam Coyle

Phone: (515) 210-8282 **Email Address:** adamcoyle1@gmail.com

Classification: Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 07/01/2013

Expiration Date: 01/01/1900

Privileges:

Class C Liquor License (LC) (Commercial)
Living Quarters
Outdoor Service
Sunday Sales

Status of Business

BusinessType: Privately Held Corporation

Corporate ID Number: 83127 **Federal Employer ID #** 42-6074483

Ownership

Adam CoyleFirst Name: AdamLast Name: CoyleCity: Van MeterState: IowaZip: 50261Position Administrative% of Ownership 0.00 %

U.S. Citizen

Marsha WhiteakerFirst Name: MarshaLast Name: WhiteakerCity: Van MeterState: IowaZip: 50261Position Commander% of Ownership 100.00 %

U.S. Citizen

Mike KochFirst Name: MikeLast Name: KochCity: Van MeterState: IowaZip: 50261Position Financial Officer% of Ownership 0.00 %

U.S. Citizen

Insurance Company InformationInsurance Company: Cincinnati Specialty UnderwritersPolicy Effective Date: 07/01/2013Policy Expiration Date: 07/01/2014

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

Support for: Agenda Item #6

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Employee Cost of Living Adjustment

Submitted for:
Action

Recommendation:
Approval

Sample Motions:

I move to approve and adopt the resolution as presented/revised providing the employees a cost of living adjustment.

Resolution 2013-____, “Salary Resolution”

WHEREAS, the City Council of the City of Van Meter annually reviews and make appropriate adjustments to employee wages; and

WHEREAS, the City Council believes that a three percent (3%) increase to adjust for the cost of living is right and appropriate.

THEREFORE, NOW BE IT RESOLVED by the City Council of the City of Van Meter, Iowa that salary and wages of the following employees be adjusted accordingly effective July 1, 2013.

Jake Anderson, \$52,370 annually to \$53,941 annually.

Liz Thompson, \$40,000 annually to 41,200 annually.

William Daggett, \$48,000 annually to \$49,440 annually.

Dave Herman, \$22.06 hourly to \$22.72 hourly.

Chad Gillespie, \$16.10 hourly to \$16.58 hourly.

Jolena Welker, \$12.88 hourly to *\$15.00 hourly.

*Represents a peg-to-the-market adjustment and is subject to approval by the Library Board.

Passed and adopted this 10th day of June, 2013.

_____ Allan B. Adams, Mayor

ATTEST:

_____ Jake Anderson, City Administrator

Cost of Living Adjustment Analysis

Historical Cost of Living Adjustments

Year	COLA Given	Rate of Inflation	Change in Purchasing Power
2010	2.50%	2.0%	0.50%
2011	2.20%	3.2%	-1.00%
2012	3%	2.0%	1.00%
Total	7.70%	7.2%	0.50%

COLA Alternatives

Employee	Annual Wage	2%	3%	4%
Jake Anderson	\$ 52,370.00	\$1,047.40	\$1,571.10	\$2,094.80
Liz Thompson	\$ 40,000.00	\$ 800.00	\$1,200.00	\$1,600.00
Bill Daggett	\$ 48,000.00	\$ 960.00	\$1,440.00	\$1,920.00
Dave Herman	\$ 45,884.80	\$ 917.70	\$1,376.54	\$1,835.39
Chad Gillespie	\$ 33,488.00	\$ 669.76	\$1,004.64	\$1,339.52
Jolena Welker	\$ 26,790.40	\$ 535.81	\$ 803.71	\$1,071.62
TOTAL	\$246,533.20	\$4,930.66	\$7,396.00	\$9,861.33

Support for: Agenda Item #7

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R16/Richland Road Sanitary Sewer

Submitted for:
Discussion/Guidance

Recommendation:

Staff recommends that at you proceed with the concept and at a minimum require the School District be responsible for “Reach 1” and Knapp Properties be responsible for “Reach 5.”

Sample Motions:

I move to staff to design a sewer main project and to draft an agreement between the interested parties for the construction of the sewer main consistent with the Council’s discussion.



VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848(FAX) • 800-241-8000(WATS)

May 30, 2013

Jake Anderson
City Administrator
City of Van Meter
505 Grant Street
P.O. Box 160
Van Meter, Iowa 50261-0160

**CITY OF VAN METER, IOWA
RICHLAND ROAD SANITARY SEWER**

This letter is a follow up to the recent discussions concerning the possibility of developing a sanitary sewer along Richland Road extending from the existing sanitary sewer south to the cemetery road. Enclosed is a copy of an aerial photograph showing the preliminary concept alignment for the sanitary sewer.

The sanitary sewer as shown on the enclosed drawing is divided into five separate reaches. Reach 1 of the sanitary sewer extends from an existing manhole south along the east side of Richland Road a distance of 400 feet. The southern terminus of Reach 1 is directly west of the facilities proposed by the Van Meter Community School District.

Originally the Van Meter Community School District was proposing to extend a sewer service diagonally from the existing sewer to its new buildings. The school district appears to be in agreement with paying for the cost to construct this approximately 400-foot reach of sanitary sewer. The school would then extend its service line directly east to its new facilities.

The school district intends to start construction on its site improvements within the next several weeks. Occupancy of the site would be in the spring of 2014.

Reach 2 of the sanitary sewer is approximately 460 feet in length. This reach extends south to a point on the south side of the proposed Richland Road underpass. This sewer is located in the area where the school district is proposing to construct facilities starting in the summer of 2013.

Both the City of Van Meter and the Van Meter Community School District have identified advantages of this reach of sewer being constructed so the work can be completed in

Jake Anderson
May 30, 2013
Page 2

conjunction with the school district site improvements. This approach appears to be preferable to the City constructing the sewer at a future date that would be more costly to the City due to its impact on the adjoining school site facilities.

Reach 3 extends from the south side of the underpass to the south boundary of the school district property. This reach of sewer is approximately 250 feet in length. This reach of the sewer is located south of any improvements being proposed by the Van Meter Community School District. The City of Van Meter has indicated to the school district it expects no cost participation by the school district in this reach of sewer. From the perspective of the school district project there are no advantages to this sewer being constructed at any particular date.

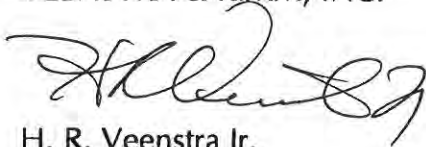
Reach 4 of the sewer is approximately 350 feet in length. This reach of the sewer extends across private property from the south boundary of the school district property to the north edge of the Hilltop property.

Reach 5 of the sewer extends along Richland Road across the "Hilltop" property. As of this date the City of Van Meter believes the cost responsibility for this reach of the sewer would rest with the property owner or developer. This reach of sewer is approximately 670 feet in length.

It appears Reach 1 and Reach 5 of the sewer will be constructed by or funded by the adjoining property owner. The City of Van Meter has generally agreed it would assume cost responsibility for Reach 2. As of this date, there has been no substantive discussion relative to the cost responsibility for Reach 3 and Reach 4 of the sewer.

If you have any questions or comments concerning the project, please contact the writer at 225-8000.

VEENSTRA & KIMM, INC.



H. R. Veenstra Jr.

HRVJr:dml
600-11
Enclosure

cc: Jerry Oliver, Civil Engineering Consultants w/enclosure
Aimee Staudt, Knapp Properties w/enclosure



W

N

E

S

1" = 200'

Feet

0

200

400



VEENSTRA & KIMM, INC.

MAY 31, 2013

PROPOSED SANITARY SEWER

CITY OF VAN METER, IOWA



Civil Engineering Consultants, Inc.

June 7, 2013

Jake Anderson
City Administrator
City of Van Meter
505 Grant Street
P.O. Box 160
Van Meter, Iowa 50261-0160

Re: Richland Road Sanitary Sewer

Dear Jake:

This letter is in response to the Bob Veenstra letter dated May 30, 2013. The letter proposes a sanitary sewer project which would serve the school property, the "Hilltop" property, and other properties adjacent to the proposed route and ultimately properties south of "Hilltop".

The "Hilltop" owners are in favor of such a project and are willing to pay for segment #5 which is the portion of the sewer adjacent to their property. We are in hopes that this project could move forward quickly as the owner feels the market is currently favorable for the development of the "Hilltop" project either with or without the public sanitary sewer.

We also understand that the plat could be developed without the paving of the cemetery road. If this is incorrect, please let us know.

Jake, thanks to you and the city officials for working with us on the project. Please let us know if you have questions or comments.

Sincerely,
CIVIL ENGINEERING CONSULTANTS, INC.



Jerry P. Oliver, PE/PLS

Cc: Aimee Staudt, Tom Wittman

Support for: Agenda Item #8

—

Award the SRTS Sidewalk project
construction contract to Dennis Carter.

Submitted for:
Action

Recommendation:
Approval

Sample Motions:

I move to award the construction contract for the Safe Routes to School Sidewalk Project to Dennis Carter of Van Meter in the amount of \$118,214.23.

CONTRACT

Letting Date: May 21, 2013 Contract ID: 25-7957-603 Bid Order No.: 106
County: DALLAS Project Engineer: THE CITY OF VAN METER
Cost Center: 849300 Object Code: 890 DBE Commitment: \$0.00
Contract Work Type: PCC SIDEWALK/TRAIL

This agreement made and entered by and between the CITY OF VAN METER CONTRACTING AUTHORITY,
AND
CARTER, DENNIS OF VAN METER, IA, (CA363), CONTRACTOR

It is agreed that the notice and instructions to bidders, the proposal filed by the Contractor, the specifications, the plan, if any, for project(s) listed below, together with Contractor's performance bond, are made a part hereof and together with this instrument constitute the contract. This contract contains all of the terms and conditions agreed upon by the parties hereto. A true copy of said plan is now on file in the office of the Contracting Authority under date of 05/16/2013.

PROJECT: SRTS-U-7957(603)--8U-25 COUNTY: DALLAS
WORK TYPE: PCC SIDEWALK/TRAIL ACCOUNTING ID: 30757
ROUTE: 2ND, HAZEL & DESOTO LENGTH (MILES): 0
LOCATION: IN THE CITY OF VAN METER, SIDEWALK IMPROVEMENTS
FEDERAL AID - PREDETERMINED WAGES ARE IN EFFECT

The specifications consist of the Standard Specifications for Highway and Bridge Construction, Series 2012 of the Iowa Department of Transportation plus the following Supplemental Specifications, Special Provisions, and addendums: FHWA-1273.05, GS-12002, IA13-1.0, ADDENDUMS: 21MAY106.A01

Contractor, for and in considerations of \$118,214.23 payable as set forth in the specifications constituting a part of this contract, agrees to construct various items of work and/or provide various materials or supplies in accordance with the plans and specifications therefore, and in the locations designated in the Notice to Bidders.

Contractor certifies by signature on this contract, under pain of penalties for false certification, that the Contractor has complied with Iowa Code Section 452A.17(8) as amended, if applicable, and Iowa Code Section 91C.5 (Public Registration Number), if applicable.

In consideration of the foregoing, Contracting authority hereby agrees to pay the Contractor promptly and according to the requirements of the specifications the amounts set forth, subject to the conditions as set forth in the specifications.

It is further understood and agreed that the above work shall also be commenced or completed in accordance with Page 1B of this Contract and assigned Proposal Notes.

To accomplish the purpose herein expressed, the Contracting authority and Contractor have signed this and one other identical instrument.

By _____, _____
Contractor Contractor (if joint venture)

By _____
Contracting Authority Contract Award Date

Iowa DOT Concurrence _____

Support for: Agenda Item #9

—

Department of Public Safety Ordinance

Submitted for:
Action

Recommendation:
Approval

Sample Motions:

I move to approve the first reading of the proposed ordinance establishing a department of public safety.

I move to waive the second reading of the proposed ordinance establishing a department of public safety.

I move to waive the third reading of the proposed ordinance establishing a department of public safety.

I move to approve and adopt the proposed ordinance establishing a department of public safety.

ORDINANCE No. _____

ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE
CITY OF VAN METER, IOWA, 2007, CREATING AND RELATED TO
THE PUBLIC SAFETY DEPARTMENT

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF VAN METER,
IOWA:**

SECTION 1: Purpose. The purpose of this Ordinance is to create a Public Safety Department, consolidate City resources, and clarify the roles and responsibilities of City Employees in existing departments.

SECTION 2:

Amendment.

(A) **30.06 POLICE CHIEF APPOINTED.** The Public Safety Director is ex officio Police Chief and has the duties, powers and functions prescribed in this chapter, by State law and other ordinances of the City. The Mayor shall appoint and dismiss the Police Chief subject to the consent of a majority of the Council.
(Code of Iowa, Sec. 372.4)

(B) **35.05 APPOINTMENT OF OFFICERS.** The Director of Public Safety and the City Administrator shall appoint a Fire Chief for a two-year term subject to the approval of the Mayor and City Council ~~department shall elect a Fire Chief for a one-year term and. The Fire Chief shall appoint~~ such other officers as its constitution and bylaws may provide ~~but, subject to the election approval of the Director of Public Safety. of the Fire Chief shall be subject to the approval of the Council~~. In case of absence of the Fire Chief, the officer next in rank shall be in charge and have and exercise all the powers of Fire Chief.

New Section

**CHAPTER 34
PUBLIC SAFETY DEPARTMENT**

34.01 Public Safety Department Established
34.02 Organization
34.03 Public Safety Director

34.04 Compensation
34.05 Training
34.06 Delegation of Duties

34.01 PUBLIC SAFETY DEPARTMENT ESTABLISHED. A Public Safety Department is hereby established which shall consist of the Police, Emergency Medical and Fire Departments under the supervision of the Public Safety Director.

34.02 ORGANIZATION. The Police and Fire Departments shall operate as separate subdivisions of the Public Safety Department. Each department shall have a chief who is appointed by the Mayor and Council upon the recommendation of the Public Safety Director and

City Administrator. The Public Safety Director shall report and be responsible to the City Administrator. The Public Safety Director may delegate duties and create organizational structure so as to best facilitate public safety services in the City of Van Meter.

34.03 PUBLIC SAFETY DIRECTOR. The Public Safety Department shall be under the supervision of a Public Safety Director appointed by the Mayor and Council upon the recommendation of the City Administrator. The Public Safety Director shall have duties and responsibilities as established by the Council and as set forth in the job description adopted by the Council.

34.04 COMPENSATION. The Public Safety Director shall receive compensation as established by the Council and set forth in a written contract approved by the Council by resolution.

34.05 TRAINING. The Public Safety Director shall have knowledge of both law enforcement and fire protection and shall be versed in both disciplines to the extent that the Director is capable of managing both departments and have a good working knowledge of both departments' functions.

34.06 DELEGATION OF DUTIES. The Public Safety Director may delegate duties to the chiefs of both the Police and Fire Departments as he/she determines necessary to carry out the respective responsibilities of each department.

SECTION 3: Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4: Severability Clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 5: Effective Date. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed by the City Council of the City of Van Meter, Iowa, on this ____ day of _____, 2013, and approved this ____ day of _____, 2013.

ALLAN ADAMS, MAYOR

ATTEST:

JAKE ANDERSON, CITY ADMINISTRATOR

F:\VanMeter\FISK\Ordinances\06 10 13 Ordinance re Public Safety.docx

Support for: Agenda Item #10 - Council Compensation

Submitted for:
Action

Recommendation:
Approval

Sample Motions:

I move to waive the second reading of the proposed ordinance amending the Code of Ordinances by amending the chapter concerning the “Council” by setting the Council’s annual compensation at \$1000 per year per member.

I move to waive the third reading of the proposed ordinance amending the Code of Ordinances by amending the chapter concerning the “Council” by setting the Council’s annual compensation at \$1000 per year per member.

I move to approve and adopt the proposed ordinance amending the Code of Ordinances by amending the chapter concerning the “Council” by setting the Council’s annual compensation at \$1000 per year per member.

ORDINANCE No. ____

ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE
CITY OF VAN METER, IOWA, 2007, RELATED TO AMENDING CHAPTER
CONCERNING "COUNCIL"

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF VAN METER,
IOWA:**

SECTION 1: Purpose. The purpose of this Ordinance is to update the compensation for Council members reflected in the Van Meter Code of Ordinances.

SECTION 2: Amendment.

(A) Section 17.06 is hereby amended as follows:

17.06 COMPENSATION. The salary of each Council member is one thousand dollars (\$1,000.00) per year. ~~twenty-five dollars (\$25.00) for each meeting of the Council attended.~~
(Code of Iowa, Sec. 372.13[8])

SECTION 3: Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4: Severability Clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 5: Effective Date. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed by the City Council of the City of Van Meter, Iowa, on this ____ day of _____, 2013, and approved this ____ day of _____, 2013.

ALLAN ADAMS, MAYOR

ATTEST:

JAKE ANDERSON, CITY CLERK

Support for: Agenda Item #11 - Mayor Compensation

Submitted for:
Action

Recommendation:
Approval

Sample Motions:

I move to waive the second reading of the proposed ordinance amending the Code of Ordinances by amending the chapter concerning the “Mayor” by setting the Mayor’s annual compensation at \$4000 per year.

I move to waive the third reading of the proposed ordinance amending the Code of Ordinances by amending the chapter concerning the “Mayor” by setting the Mayor’s annual compensation at \$4000 per year per member.

I move to approve and adopt the proposed ordinance amending the Code of Ordinances by amending the chapter concerning the “Mayor” by setting the Mayor’s annual compensation at \$4000 per year.

ORDINANCE No. _____

ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE
CITY OF VAN METER, IOWA, 2007, RELATED TO AMENDING CHAPTER
CONCERNING THE "MAYOR"

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF VAN METER,
IOWA:**

SECTION 1: Purpose. The purpose of this Ordinance is to update the compensation for the Mayor reflected in the Van Meter Code of Ordinances.

SECTION 2: Amendment.

(A) Section 15.04 is hereby amended as follows:

15.04 COMPENSATION. The salary of the Mayor is ~~two~~ four thousand dollars (\$24,000.00) per year, ~~plus thirty dollars (\$30.00) for every Council meeting attended.~~

(B) (Code of Iowa, Sec. 372.13[8])

SECTION 3: Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4: Severability Clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 5: Effective Date. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed by the City Council of the City of Van Meter, Iowa, on this _____ day of _____, 2013, and approved this _____ day of _____, 2013.

ALLAN ADAMS, MAYOR

ATTEST:

JAKE ANDERSON, CITY CLERK

Support for: Agenda Item #12A -

Reorganization Plan:
DPS Job Description

Submitted for:
Action

Recommendation:
Approval

Sample Motions:
I move to approve the proposed Director of Public Safety Job Description

**CITY OF VAN METER
POSITION DESCRIPTION AND SPECIFICATIONS**

Position Title:	Director of Public Safety	Reports to:	Mayor and City Administrator
Union Status:	Non-Union	FLSA Status:	Exempt (Salaried) No Overtime Pay
Residency:	Within City Limits Required	Date:	September 2012

PURPOSE OF POSITION

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the City's Public Safety Department including law enforcement, criminal investigations, crime prevention, fire suppression and prevention, emergency medical services, disaster responses, community problem solving, code enforcement, general community support services, and related support services; coordinates assigned activities with other departments and outside agencies; acts as a member of the City Administrator's management team; and provides highly responsible and complex administrative support to the City Administrator.

REPORTING

The Mayor will exercise the authority to appoint, dismiss, lead, command, and establish overarching policy positions. The Mayor and the City Administrator together, will provide overall management and supervision of the Police Chief and will monitor and evaluate performance. The City Administrator will provide the day-to-day direction and guidance.

ENVIRONMENT ADAPTABILITY

The work is generally performed in the field from a vehicle, and will expose the employee to inclement weather, extreme temperatures, and moving mechanical parts and vibration. Periodically the employee will be exposed to dangerous situations, high, precarious places, hazardous materials including explosives, fumes or airborne particles, toxic or caustic chemicals. An office environment is provided for basic administrative tasks.

The work will expose the employee to visual strain, unpleasant social situations, irregular work hours, and significant work place pressure.

PHYSICAL DEMANDS

This position does require extended periods of standing, walking, and sitting. Short periods of running, reaching, climbing, balancing, stooping, kneeling, crouching, crawling, tasting and smelling and otherwise physical activities are anticipated. The employee must occasionally lift and/or move more than 100 pounds. At times, the

employee will be required to physically subdue combative subjects and must maintain a level of physical ability accordingly.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The successful completion of periodic physical fitness tests is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PRIMARY DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and possess the ability to see additional work that needs to be done, and have the self-motivation to do it.

1. Assume full management responsibility for all Public Safety Department services and activities; manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
2. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
3. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
4. Plan, direct, and coordinate, through subordinate level staff, the Public Safety Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
7. Oversee the acquisition and maintenance of Department equipment and vehicles; maintain safety standards for personnel and equipment.
8. Provide staff assistance to the City Administrator, Mayor and City Council; prepare and present staff reports and other necessary correspondence; attend

City Council and other meetings as required.

9. Represent the Public Safety Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
10. Respond to and resolve difficult and sensitive citizen inquiries and complaints; explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
11. Participate on a variety of boards, commissions, and committees; serve as the City's representative to committees and community organizations concerned with improvements in law enforcement and fire services, public education, and departmental public relations.
12. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of law enforcement, crime prevention, fire suppression, fire prevention, and related support services; incorporate new developments as appropriate.
13. Respond to and may command police and/or fire emergencies or community disasters.
14. Perform related duties as required.

SUPPLEMENTARY DUTIES AND RESPONSIBILITIES

The following sections of the Van Meter Code of Ordinances require enforcement activities and are hereby delegated to the Director of Public Safety in addition to the position's primary functions. These are not to be construed as exclusive or all inclusive and portions of these enforcement activities will require a cooperative effort with the Mayor, City Council, City Administrator, and City Attorney. Again, other duties may be required and assigned. The successful enforcement of these code provisions require that an individual must be able to exercise good judgment and approach violation situations with tact, thoughtfulness, and diplomacy.

1. Chapter 50: Nuisance abatement procedures
2. Chapter 51: Junk and Junk Vehicles
3. Chapter 52: Noise Control
4. Chapter 53: Weeds and Brush
5. Chapter 55: Animal Protection and Control
6. Chapter 56: Dangerous and Illegal Animals
7. Chapter 122: Peddlers, Solicitors and Transient Merchants
8. Chapter 135: Street Use and Maintenance
9. Chapter 136: Sidewalk Regulations
10. Chapter 150: Trees

ACKNOWLEDGEMENT

I have read and understand the information contained in the Position Description and Specifications. I have been given the opportunity to make any additions and/or corrections to this position description I felt necessary. I further understand that this Position Description and Specifications document is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this position. Also, while this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work extra time, irregular shifts or hours, and outside of the normally defined workday or work week without additional pay. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate any employment at any time and for any reason and the employer has a similar right.

Employee's Signature

Date

Mayor

Date

City Administrator

Date

The City of Van Meter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.

Support for: Agenda Item #14 - Reports

Submitted for:
Information

Recommendation:

Sample Motions:

Fire Dept activity report for the month of May 2013

During the month of May:

Alarms for fire as follows:

1 Vehicle fire

1 grass fire

5 calls involving malfunctioning or false alarms

Total personnel hrs on fire calls	12hrs 18 min
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Alarms for EMS: 4

Total personnel hrs on EMS calls	7 hrs 54 min
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Meetings:

Officers

Business

Total personnel hrs for meetings	10hrs
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Training:

Fire

EMS

Total personnel hrs for training	12 hrs 30 min
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Other Activity:

Severe Weather Watch	(3+52)
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Raccoon River Days	(26)
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Total personnel hrs for other activity	26 hrs
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Total time expended for May 2013 by Fire/ Rescue Personnel	73 hrs 42 min
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